

MEMORANDUM TO: Mr [REDACTED]  
FROM : Mr [REDACTED]  
SUBJECT : Employee Index Numbers

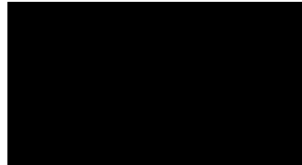
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1. The Budget Division will not benefit in its work by the use of one Employee Index Number for the purpose of maintaining employee history. The real benefit that the Budget Division is interested in is to be able to utilize machine methods to arrive at position history, including the cost of the position and the man-years occupied. We have been informed by the Machine Records Division that this can be achieved only by having two factors, (1) a permanent employee index number and (2) permanent position numbers.

2. If this data can be secured through machine operations it would be possible to eliminate the hand posting operation now maintained in the Budget Division. Twelve ~~Kardex~~ files could be released for other purposes and one employee would become available for much needed clerical work in connection with other budget activities.

3. In addition, the preparation of the annual budget would be greatly facilitated in that the machine operation would be utilized to secure detail and summary personnel data pertaining to the actual year.

4. We wish to strongly emphasis that the previous meetings on this subject have been directed entirely towards the employee index numbers. We wish to emphasis that the Budget Division will have no objection to a permanent employee index number, but that our main interest lies in a method of securing personnel data by relating the employee history data with the position history.



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